



ROSS MILLER  
Secretary of State  
202 North Carson Street  
Carson City, Nevada 89701-4201  
(775) 684 5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)

## Customer Order Instructions

Service Requested: ☐ Regular ☐ 24-Hour Expedite (additional fee included)

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Name of Entity:

Date:

Return to:

Contact Name:

Phone:

**Return Delivery** (mark one):

☐ FedEx: Account #

☐ Hold for Pick Up

☐ Mail to Address Above

☐ Other (explain below)

**Order Description** (include items being ordered and fee breakdown)\*:

\* **PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page (plus **\$30.00** for each certification.)

Total Amount:

Method of Payment:

☐ Check/Money Order

☐ eCheck/Credit Card (attach checklist)

☐ Trust Account

☐ Use balance remaining in job #